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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 17 July 1956

FROM : Chief, Visual Aids Staff

SUBJECT: Weekly Activities Report  
11 July through 17 July 1956

## 1. PROGRESS ON MAJOR TRAINING AIDS

### A. Intelligence B.1

1. One chart, "Intelligence"—final art in progress

### B. Intelligence B.3

1. One chart of Machine Division in progress

### C. Intelligence B.10

1. Ten cartoon posters for classroom use in progress

### D. Operations O.10

1. Final art of two FI organization charts in progress
2. Seventy-three name plates in progress (Last report listed this in error. Should be 73)

### E. A&E

1. Fifty-six titles to be reproduced, in progress

### F. Cable Secretariat

1. Spot illustrations for revised handbook sent to customer—awaiting information on handbook layout

### G. Office of Security

1. Seven charts—layouts and final art in progress

## 2. TRAINING AIDS COMPLETED DURING WEEK

25 YEAR RE-REVIEW

### A. Intelligence B.3

1. One name plate for classroom use

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B. Intelligence B.5

1. Ten organization charts

C. Intelligence I.1

1. Four information charts

D. Intelligence I.7

1. Twenty-five feet of film developed for Reading Improvement

E. Language and External Training

1. One name plate holder made and painted
2. One chart,

25X1

F. Operations O.10

1. Ten name plates for lecture purposes

G. Plans and Policy Staff

1. Office of Training Notice—Bulletin 16

H. Statistical Report for Map Services

1. Four maps requested and issued

3. ITEMS OF ADMINISTRATIVE INTEREST

A. Mr.  has transferred to the Graphics Shop/DDP effective 16 July 1956.

B. Mrs. , of this section, worked with the Film Production Branch/TR on 10 and 11 July 1956.



25X1

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